

## SECTION A – APPLICATION REQUEST

This is not a contract for a loan nor does it lock you into any commitment with a contractor. Applying for a loan will include a review of your credit history. Final loan type, interest rate, and loan term will be based, in part, on a review of your clean energy project.

**Application Type (select one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Loan Only                       | <input type="checkbox"/> Incentive Only                                |
| <input type="checkbox"/> Loan with reduced interest rate | <input type="checkbox"/> Loan with reduced interest rate and incentive |

**Clean Energy Project Type (select all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Energy Efficiency Upgrades | <input type="checkbox"/> Solar Electric System   | <input type="checkbox"/> Pellet Stove         |
| <input type="checkbox"/> Solar Hot Water System     | <input type="checkbox"/> Ground Source Heat Pump | <input type="checkbox"/> Air Source Heat Pump |

**Loan Type (select one)**

- On-Bill Recovery Loan (If the project is ineligible, you will be considered for a Smart Energy Loan)
- Smart Energy Loan

**Fee information: No fee is required to apply. If approved, there is a \$150 processing fee to prepare the loan documents. This fee will be included in your loan unless you indicate here you would like to pay the fee back by check.**

The interest rate for your loan will be determined based upon the household income of the installation property, manner of repayment (loan type), underwriting criteria, and project type. Household income information will be requested in Section K. Visit [www.nyserdera.ny.gov/interest-rate-estimator](http://www.nyserdera.ny.gov/interest-rate-estimator) for additional information on household eligibility and interest rates.

If you, the borrower(s), wish to forego the income screening of all installation property occupants, you may do so by opting out of the household income screening. The borrower and co-borrower (if applicable) are still required to submit income documentation for loan underwriting purposes. Proceeding with the installation property household income screening may result in a lower interest rate for your loan. Installation property households may also be determined eligible for a program incentive, which may reduce the amount of your loan.

**Opt Out:** I/we, the borrower(s), wish to forego the installation property household income screening, and proceed with the loan at the highest interest rate available for my installation type at the time my application is decided.

## SECTION B – PROPERTY INFORMATION

**Installation address where the clean energy improvement(s) will be made:**

Street	Unit #		
City	State	Zip	County
No. of Units (5+ does not qualify):			
<input type="checkbox"/> Single Family <input type="checkbox"/> 2-Family Home <input type="checkbox"/> 3-Family Home <input type="checkbox"/> 4-Family Home <input type="checkbox"/> Mobile Home			

## SECTION C – BORROWER INFORMATION

Mr./Mrs./Ms.	Last Name	First Name	Middle Initial	Jr./Sr./II/III
Former/Alternate Name	Date of Birth (mm/dd/yyyy)		Social Security Number	
Primary Phone No.	Ext.	Secondary Phone	Ext.	Email Address
How are you associated with the installation property?				
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other				
Who resides at the installation property?				
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other				
If owner, how many years have you owned the installation property? _____				
Mailing Address (if different from installation address)				Unit #
City	State	Zip	County	

## SECTION D – CO-BORROWER

A co-applicant is not required, but may enhance your ability to meet the financing eligibility requirements.

Mr./Mrs./Ms. Last Name First Name Middle Initial Jr./Sr./II/III

Former/Alternate Name Date of Birth (mm/dd/yyyy) Social Security No.

Primary Phone No. Ext. Secondary Phone No. Ext. Email Address

How are you associated with the installation property?  Own  Rent  Other \_\_\_\_\_

Who resides at the installation property?  Owner  Tenant  Other \_\_\_\_\_

If owner, how many years have you owned installation property? \_\_\_\_\_

Mailing Address (if different from installation address) Unit #

City State Zip County

## SECTION E – PROPERTY OWNER INFORMATION

Complete this section only if the property owner is different than the borrower or the co-borrower.

Mr./Mrs./Ms. Last Name First Name Middle Initial Jr./Sr./II/III

Former/Alternate Name Date of Birth (mm/dd/yyyy) Social Security No.

Primary Phone No. Ext. Secondary Phone No. Ext. Email Address

Mailing Address (if different than installation address) Unit #

City State Zip County

Is Property owned by a legal entity (not a person)?  Yes  No

Entity Type: (Trust, Life Use, other legal entity)

If applicable, provide the entity name, signatory name, and signatory title of the individual authorized to act on behalf of the entity below.

Entity Name Signatory Name Signatory Title

## SECTION F – PROJECT PARTNER INFORMATION

Contractor Name (if known) Constituency-Based Organization Name (if applicable)

## SECTION G – ENERGY SUPPLIER INFORMATION

Electric Utility Name	Account Number	Name on Account
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Indicate here if you are currently on a Deferred Payment Plan with your Electric utility.

Natural Gas Utility Name (if applicable)	Account Number	Name on Account
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Indicate here if you are currently on a Deferred Payment Plan with your Natural Gas utility.

Indicate here if you purchase oil, propane, kerosene, wood pellets, coal or wood.

**\*Attach a copy of your most recent electric and gas (if applicable) utility bills indicating one of the borrowers is the account holder if applying for an On-Bill Recovery Loan.**

**If you are a PSEG Long Island Customer, please answer the following questions:**

How is your home heated? (example: propane)

Does your home currently have Central Air Conditioning or will you be adding Central Air Conditioning as part of your Energy Efficiency Project?  Yes  No

Are you completing a conversion to Natural Gas Service?  Yes  No

**\*\*PSEG Long Island Customers must also submit copy of PSEG Audit Completion in order to be income screened for incentives or reduced interest rates on loan applications.**

## SECTION H – AUTOMATIC PAYMENT AUTHORIZATION

**The Smart Energy Loan offers a reduced interest rate for customers who choose to repay their loan via automatic payments from their checking or savings account. If approved for the Smart Energy Loan, would you like to receive a 0.50% interest rate reduction by authorizing automatic payments?**  Yes  No (Please check one)

If yes, please complete the information below regarding the bank account from which you would like your loan payments to be debited.

**NOTE:** You may choose to wait to provide your account information until your loan is approved; however, banking information must be received prior to finalizing and signing your loan agreement. It is not necessary to include a copy of a voided check upon application submission.

Account Type:  Checking Account  Savings Account

Bank Name	Bank Address
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9-digit Bank Routing Number (verify routing number with your bank)	Bank Account Number
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Your 9-digit Bank Routing Number      Your Bank Account Number

The above-named Borrower(s) (“You” or “Your”) have authorized NYSERDA’s loan servicer, Concord Servicing Corporation (“Us” or “We”) or its successors or assigns, to withdraw the indicated monthly automatic payment amount from Your account at the above-mentioned financial institution on the payment due date for the purpose of making payments on your *Smart Energy Loan account*. **The initial correspondence from Concord Servicing Corporation will notify you when your automatic payment is activated.** To revoke this authorization please call **1-866-859-4403** at least **3** business days prior to your next scheduled payment due date. You are responsible and liable for all authorized transactions made under this automatic payment authorization. We will not be liable for any fees your financial institution may assess if you do not have sufficient funds in your account to cover payment. All payments will be posted to your account on the statement due date. If your due date falls on a weekend or holiday, your payment will be posted the next business day. You understand that purposely false or misleading information given may be considered fraud and covered under applicable laws.

## SECTION I – LOAN UNDERWRITING INCOME DOCUMENTATION

**Income information and documentation is required for each borrower.** Please provide current regular sources and amounts of income in the table below. If listing income from self-employment, business, rental, or farming income, list the net income after operating expenses. You may meet the income documentation requirements by either providing tax returns, or by documenting current sources of income for each borrower/co-borrower. Social Security Numbers, Routing and Account Numbers, and any PINs may be blackened-out on these documents.

Name of Income Recipient	Income Type (ex. Wages, Social Security, Pension, etc.)	Current Annual Income Amount
<b>Total</b>		

**Tax Return:** Provide a copy of the most recent Federal Income Tax Return (Form 1040, 1040A, or 1040EZ) for the borrower/co-borrower. If one of the borrowers filed a joint return, but is not applying jointly, s/he must provide W-2 and 1099 statements instead of the tax return, or use the individual income sources option below. If earning rental/self-employment income, submit Schedule C, E, and F along with the tax return. If you do not have rental/self-employment income, you do not need to provide the Schedules or Forms filed with the return. If you do not have a copy of your return, you may request a transcript of your return be mailed to you free of charge by completing the IRS Form 4506-T, or by going to IRS.gov and clicking on “Get a tax transcript”, or by calling 1-800-908-9946.

**OR**

**Individual Income Sources:** If your current income is significantly different from the income on your last filed tax return, or if you have sources of income not included on your tax return, provide documentation for each source of income listed in the table above using the example in the table below. Please use additional pages if needed.

**Provide the following documentation for each income source listed above:**

Wages/Salary/Commissions	Copy of two most recent paystubs showing year-to-date gross earnings, or letter from employer stating gross year-to-date earnings
Pension/Social Security	Copy of award letter for current year or copy of bank statement showing deposit sources and amounts
401(k)/IRA/Interest Earnings	Copy of brokerage/account statements showing regular pattern of distributions
Alimony	Copy of divorce decree or court order that established the support
Self-Employment/Business Income/Rental Income/Farming Income	Copy of most recent Federal Income Tax Return with Schedule C, E, or F, or profit & loss statement for past 12 months. Alternatively, for rental income, you may also list income as 75% of the gross annual leases for the property, and submit a schedule listing the property units and the gross annual lease amounts.

## SECTION J – LOAN CONSENT AND SIGNATURES

By signing below, I/we certify that all information provided on this application, including statements and documents submitted in connection with this application, are correct and complete to the best of my knowledge. I understand that if I give false information on this application or withhold information in order to make myself eligible for benefits that I am not entitled to, I can be prosecuted to the fullest extent of the law. I understand that by submitting this application I am not guaranteed a loan and whether or not I will be provided a loan will depend, in part, upon the number of applications received, the remaining funding available, and the priorities to be met by the program.

I acknowledge that NYSERDA has retained Energy Finance Solutions (“EFS”), a service offered by Wisconsin Energy Conservation Corporation, to process this application and underwrite my/our loan. I authorize EFS to obtain credit reports in connection with my/our loan request. I also authorize EFS to verify records necessary to assure eligibility for my/our loan request. If necessary, I further agree to provide additional information to EFS to underwrite my/our loan request.

I acknowledge that the energy efficiency improvements being made to the home, or installation of a renewable energy system, are designed to reduce my energy costs or provide health and safety improvements, and my contractor will provide estimates of future energy cost savings based on energy modeling, or the contribution of a renewable energy system, which may vary from the results I will realize. The estimate may include assumed increases in future energy costs, which may not reflect actual future energy costs. These savings are not guaranteed by either the contractor or NYSERDA. Incurring this loan to undertake these improvements may not result in the estimated reduction in energy costs over time, based on additional factors that contribute to monthly energy usage and costs.

I acknowledge the interest rate for my loan will be determined based upon the income screening of the installation property household(s), unless I have opted out of the income screening in Section A of this application. Opting out of the screening will result in my/our loan application defaulting to the highest interest rate available through the NYSERDA Program for my installation type at the time my/our loan application is decided.

I further acknowledge and agree that NYSERDA and EFS may share with and disclose to, orally and/or in writing, the project partner(s) identified by me above, or as subsequently identified by me to EFS, the following information regarding this application: whether the application has been pre-approved by EFS, and any additional items requested by EFS in order to complete my loan approval; whether the application has been approved by EFS, and the approved loan amount so that my project partner(s) can proceed with scheduling the work; and whether my application has been denied, so that the project partner(s) can determine if there is other financing available, and whether I intend to proceed.

In addition, if this application is approved and NYSERDA makes the On-Bill Recovery Loan I have requested, I also authorize NYSERDA, its loan servicer, and the utility providing my gas and/or electric service and their employees, contractors, and agents to share such information concerning: my electric and/or gas utility usage and billing information; and the charges that are payable by me under the loan agreement (note) that I will sign.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, or age.

Whether or not the undersigned have elected to sign this document electronically, EFS, and or any subsequent holders of this document, shall have the right to convert and store the manual signature electronically.

I understand and intend that a legal signature is formed by entering my name on this and other documents provided to me, and by entering my name on this and other documents provided in relation to this transaction I intend for my electronic signature to have the same force and effect as my manual signature. If any of the parties do not wish to sign this document electronically, all must opt out together and request a paper copy to sign manually.

By entering my name below, I am creating a legally binding signature and confirm that I agree and accept the electronic signature terms and conditions.

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Applicant's Signature

Date

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Co-Applicant's Signature

Date

## SECTION K – INCOME SCREENING FOR INTEREST RATE AND INCENTIVE

### Special instructions for borrower(s) who occupy the installation property:

If you have already listed all of your household income in Section I, please identify in the table below if either borrower is a full-time student; answer the question below the table regarding 1) number of people in the household; 2) HEAP, public assistance, or other services; and complete Section L.

If you have opted out of the income screening in Section A of this application, do not receive HEAP or public assistance, and neither borrower is a full-time student, you do not need to complete the remainder of this application.

If you have additional household members and/or income sources, please complete the remainder of the application.

If you do not occupy the installation property, please request the occupant(s) to complete the remainder of this, or a separate income screening application.

**Only complete this section if you occupy the installation property. If you are only using this application to apply for the household income review, please also complete Sections B, E, F, and G above.** Information provided in this section will be used to determine your interest rate and eligibility for an incentive to help pay for the installation of your clean energy project. Eligibility is based upon the total gross annual income of each household unit that completes an income screening application. Installation properties of up to 4 units may apply. Additional household units should complete a separate income screening application (one form per household unit).

Income-eligible applicants may qualify for the following incentives:

- An incentive for **energy efficiency upgrades** through the Assisted Home Performance with ENERGY STAR® Program. To learn more visit [www.nyserda.ny.gov/assisted-home-performance](http://www.nyserda.ny.gov/assisted-home-performance).
- An incentive for income-eligible homeowners for a **solar electric installation** through the AffordableSolar Program. To learn more visit [www.ny-sun.ny.gov/affordablesolar](http://www.ny-sun.ny.gov/affordablesolar).
- A rebate for the purchase of a **Pellet Stove** for income-eligible homeowners through the Pellet Stove Program. To learn more visit [www.nyserda.ny.gov/pelletstove](http://www.nyserda.ny.gov/pelletstove).

If you need additional information, call 1-866-NYSERDA.

**Income information and documentation is required. Complete the chart below listing all household members.** Provide all types of current gross annual income for all residents of the household, age 18 and over, who are not full-time students. **The borrower and co-borrower should only list additional sources of income not noted in Section I, Loan Underwriting Income Documentation.** If listing income from self-employment, business, rental income, or farming income, list the net income after operating expenses. Please use additional pages, if needed.

Household Occupant Income	Last Name	First Name	Age	Full-Time Student (Y/N)	Income Type (ex. Wages)	Current Annual Income Amount
Additional Borrower Income						\$
						\$
						\$
Additional Co-borrower Income						\$
						\$
						\$
Additional Household Income Earner 1						\$
						\$
						\$
Additional Household Income Earner 2						\$
						\$
						\$
List All Non-Income Earning Household Members						

Total number of people in the household \_\_\_\_\_.

**Are you currently eligible for, or have you received within the past 12 months, services through:**

NYSEDA's EmPower New York Program, the New York State Weatherization Assistance Program, HEAP, SNAP/food stamps, or supplemental security income. If your household receives any of these sources of income, please provide the service award letter in addition to the income documentation you may be providing for the loan. If you are not applying for the loan, you do not need to provide any additional income documentation other than the award letter.

If your household has not received these services, you may meet the income documentation requirements by either providing tax returns, or by documenting current sources of income for each household member. Social Security Numbers, Routing and Account Numbers, and any PINs must be blackened-out on these documents.

**Tax Returns:** Provide a copy of the most recent Federal Income Tax Return (Form 1040, 1040A, or 1040EZ). If the borrower and co-borrower are providing tax returns to document income, all additional household members must also document income by providing tax returns. This option is only available if all household members required to file a return did file a return. If earning rental/self-employment income, submit Schedule C, E and F along with the return.

If you do not have rental/self-employment income, you do not need to provide the Schedules or Forms filed with the return. If you do not have a copy of your return, you may request a transcription of your return to be mailed to you free of charge by completing IRS Form 4506-T or by going to IRS.gov and clicking on "Get a tax transcript", or by calling 1-800-908-9946.

**OR**

**Individual Income Sources:** If your current income is significantly different from the income on your last filed tax return, or if you have sources of income not included on your tax return, provide documentation of income for each individual listed in the table above per the table below.

Wages/Salary/Commission

Copy of two most recent paystubs showing year-to-date gross earnings, or letter from employer stating gross year-to-date earnings

Pension/Social Security

Copy of award letter for current year or copy of bank statement showing deposit sources and amounts

401(k)/IRA/Interest Earnings

Copy of brokerage/account statements showing regular pattern of distributions

Alimony

Copy of divorce decree or court order that established the support

Self-Employment/Business Income/Rental Income/  
Farming Income

Copy of most recent Federal Income Tax Return with Schedule C, E, or F, or profit & loss statement for past 12 months. Alternatively, for rental income, you may also list income as 75% of the gross annual leases for the property, and submit a schedule listing the property units and the gross annual lease amounts.

## L – INCOME-ELIGIBLE INCENTIVE CONSENT AND SIGNATURES

By Signing below, I/we certify that all information provided on this application, including statements and documents submitted in connection with this application, are correct and complete to the best of my knowledge. I acknowledge that NYSERDA has retained Energy Finance Solutions (“EFS”), a service offered by Wisconsin Energy Conservation Corporation (“WECC”), to process and underwrite my/our income qualification application. If necessary, I further agree to provide additional information to EFS and WECC to underwrite my/our income screening application.

I further acknowledge and agree that NYSERDA and EFS may share with and disclose to, orally and/or in writing, the project partner(s) identified by me above, or as subsequently identified by me to EFS, the following information regarding this application: whether the application has been pre-approved by EFS, and any additional items requested by EFS in order to complete my income qualification application; whether the application has been approved by EFS, and the approved incentive amount so that my project partner(s) can proceed with scheduling the work; and whether my application has been denied, so that the project partner(s) can determine whether I intend to proceed.

I understand that my signature on this form gives permission for NYSERDA, or its designee, to verify records necessary to assure my program eligibility. I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to, I can be prosecuted to the fullest extent of the law.

I understand this application does not guarantee assistance will be granted but will be used in determining eligibility for the program. Whether or not an eligible applicant will be provided assistance will depend in part upon the number of applicants received, the remaining funding available, and the priorities to be met by the program.

Whether or not the undersigned have elected to sign this document electronically, EFS, and or any subsequent holders of this document, shall have the right to convert and store the manual signature electronically.

I understand and intend that a legal signature is formed by entering my name on this and other documents provided to me, and by entering my name on this and other documents provided in relation to this transaction I intend for my electronic signature to have the same force and effect as my manual signature. If any of the parties do not wish to sign this document electronically, all must opt out together and request a paper copy to sign manually.

By entering my name below, I am creating a legally binding signature and confirm that I agree and accept the electronic signature terms and conditions.

**One household member listed in Section K is required to sign and date below. All income earning household members may sign and date below.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit completed application to Energy Finance Solutions through one of the following methods:**

**Mail:** Energy Finance Solutions  
431 Charmany Drive  
Madison, WI 53719

**Fax:** 608-249-5788

**Email:** [efs@energyfinancesolutions.com](mailto:efs@energyfinancesolutions.com)

For more information, please contact Energy Finance Solutions (EFS):

**Toll Free:** 1-800-361-5663 or visit [www.nyserda.ny.gov](http://www.nyserda.ny.gov).